

NAVRESREDCOMMIDWESTINST 1700.4E
Code N00C
16 Mar 01

NAVRESREDCOMMIDWEST INSTRUCTION 1700.4E

Subj: SAILOR OF THE QUARTER (SOQ)/BLUEJACKET OF THE QUARTER
(BJOQ) (FTS/RESERVE), SAILOR OF THE YEAR (SOY)/BLUEJACKET
OF THE YEAR (BJOY) (FTS/RESERVE) PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) COMNAVRESFORINST 1700.1H

Encl: (1) Due Dates List
(2) Sample SOQ/BJOQ Nomination Format
(3) Sample SOY/BJOY Nomination Format

1. Purpose. To publish procedures, responsibilities and guidelines for the nomination, selection and official recognition of outstanding Selected Reserve (SELRES) and Full Time Support (FTS) enlisted personnel as:

- a. SELRES SOQ and BJOQ.
- b. FTS SOQ and BJOQ.
- c. SELRES SOY.
- d. FTS SOY.
- e. SELRES BJOY.
- f. FTS BJOY.

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 1700.4D.

3. Discussion. The SOQ/BJOQ and SOY/BJOY program exists to enhance morale and ensure that noteworthy performance of duty is recognized in a timely and appropriate manner. The spirit and intent of this program is to recognize the very best Sailors from all eligible pay grades. Emphasis is placed on professionalism, exemplary conduct, strong leadership and mentorship, and impressive military bearing. The period of service for all categories of this program is calendar year vice fiscal year.

4. Eligibility

a. The following personnel are eligible for the appropriate program:

- (1) SELRES SOQ/SOY* E-5 and E-6

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- (2) SELRES BJOQ/BJOY E-4 and below
- (3) FTS SOQ/SOY* E-5 and E-6
- (4) FTS BJOQ/BJOY E-4 and below

* Can be an E4 at the Commanding Officers discretion.

b. All nominees for each category must meet existing physical fitness assessment standards.

c. When nominating a service member for this special recognition, justification should be in terms of what the individual has accomplished during the period for which the nomination is submitted. Items to be considered when nominating and selecting an individual shall include, but not be limited to the following areas:

(1) Specific noteworthy achievements, superior performance and outstanding contributions to the Navy and Naval Reserve;

(2) Motivation and initiative;

(3) Involvement in the command;

(4) Awards and commendations; include date of award(s)

(5) Community activities; to include civilian as well as military; Include start/end dates

(6) Personal appearance (including adherence to physical readiness and grooming standards);

(7) Educational achievements; Do not include advancement related courses.

5. Action. A nomination package will be submitted to reach REDCOM MW (Code N00C) per the schedule contained in enclosure (1) and the following:

a. Reserve SOQ and BJOQ:

(1) Naval Reserve unit commanding officers/officers in charge may nominate one individual for consideration as SELRES SOQ and one individual for consideration as SELRES BJOQ to the

parent Reserve Center Commanding Officer. Nominations shall be submitted to the parent Reserve Center in the typewritten format outlined in enclosure (2).

(2) Naval Reserve Center (RESCEN) commanding officers shall:

(a) Select one SELRES SOQ and one SELRES BJOQ from the nominations submitted by unit commanding officer(s)/officers in charge.

(b) Endorse selectee packages and forward nominations with any additional information to REDCOM MW (Code N00C).

b. **FTS SOQ/BJOQ**

(1) Nominate one FTS individual for consideration as REDCOM MW FTS SOQ, and one FTS individual for consideration as REDCOM MW FTS BJOQ. Forward the nominations in the format outlined in enclosure (2).

(2) REDCOM MW Staff Department Heads may nominate one staff member for FTS SOQ, and one staff member for FTS BJOQ using the nomination outline in enclosure (2). The Staff SOQ and BJOQ shall compete with the RESCEN nominations for the title of REDCOM MW SOQ and BJOQ.

(3) REDCOM MW Command Master Chief (Code N00C) will:

(a) Convene a selection board with a minimum of three staff CPOs and one Reserve Center CPO to screen the nomination packages and select REDCOM MW FTS and SELRES SOQ.

(b) Convene a selection board with a minimum of three staff First Class Petty Officers and one Reserve Center First Class Petty Officer to screen the nomination packages and select the REDCOM MW SELRES and FTS BJOQ.

c. **Naval Reserve Sailor of the Year**

(1) Unit commanding officers/officers in charge may nominate one individual from their unit per reference (a), with nominations submitted per reference (b) in the format outlined in enclosure (3), via their RESCEN commanding officer. Although this instruction contains nomination criteria for BJOQ/BJOY, the Sailor of the Year competition is open for enlisted personnel E-4 through E-6.

(2) RESCEN commanding officers shall select one individual from the nominations received from unit commanding officers/officers in charge for consideration as Naval Reserve SOY, per reference (b). The RESCEN endorsement will include any additional information as required to support the nomination package.

(3) REDCOM MW Command Master Chief will convene a selection board comprised of Chief Petty Officers from the Region's Naval Reserve Centers. This board will be conducted in conjunction with the annual Command Master Chief's Conference, and will screen the nomination packages and select the REDCOM MW Naval Reserve Sailor of the Year. The REDCOM MW SOY will compete at COMNAVRESFOR for consideration as the CNO Reserve Sailor of the Year.

c. **Shore Sailor of the Year**

(1) RESCEN commanding officers shall select one FTS individual for consideration as Shore Sailor of the Year, forwarding the nomination in the format outlined in enclosure (3). Although this instruction contains nomination criteria for FTS BJOQ, the Shore Sailor of the Year competition is open for enlisted personnel E-4 through E-6.

(2) REDCOM MW Command Master Chief will convene a selection board comprised of Chief Petty Officers from the Region's Naval Reserve Centers. This board will be conducted in conjunction with the annual Command Master Chief's Conference, and will screen the nomination packages and select the REDCOM MW Naval Reserve Sailor of the Year. The REDCOM MW Shore SOY will compete at COMNAVRESFOR for consideration as COMNAVRESFOR's nomination to the CNO Shore Sailor of the Year.

d. **Selected Reserve Bluejacket of the Year.**

(1) Unit commanding officers/officers in charge may nominate one SELRES individual from their unit. The nominations must be submitted via the RESCEN commanding officer in the format outlined in enclosure (3).

(2) RESCEN commanding officers shall select one individual from nominations received from unit commanding officers/officers in charge and forward that nomination to reach REDCOM MW (Code N00C) no later than 15 January, annually. Command endorsements will provide any additional information to support the nomination packages.

(3) REDCOM MW Command Master Chief (Code N00C) will convene a selection board composed of First Class Petty Officers from the staff and region's Reserve Centers to screen nomination packages and select the REDCOM MW SELRES Bluejacket of the Year.

e. REDCOM MW FTS Bluejacket of the Year

(1) RESCEN commanding officers shall select one FTS individual for consideration as FTS Bluejacket of the Year, forwarding the nomination in the format outlined in enclosure (3) to REDCOM MW (Code N00C) no later than 15 January, annually.

(2) REDCOM MW Command Master Chief (Code N00C) will convene a selection board composed of First Class Petty Officers from the staff and region's Reserve Centers to screen nomination packages and select the REDCOM MW SELRES Bluejacket of the Year.

(3) REDCOM MW Staff Department Heads may nominate one staff member for FTS BJOY using the nomination outline in enclosure (3). The Staff BJOY shall compete with the RESCEN nominations for the title of REDCOM MW BJOY.

6. Recognition

a. Shore/Reserve SOY. Per references (a) and (b), personnel selected as the REDCOM MW Shore and Naval Reserve Sailor of the Year will be sent to COMNAVRESFOR for further national competition. Both individuals will receive plaques from the Commander, Naval Reserve Readiness Command Midwest and letter of congratulations. Medals will be awarded by higher authority based upon the level of competition the individual achieves.

b. Shore/Reserve SOY nominees. All Shore/Reserve SOY nominees will be awarded the Navy and Marine Corps Achievement Medal issued by the Commander, Naval Reserve Readiness Command Midwest.

c. REDCOM MW FTS/SELRES BJOY. The winner of the REDCOM MW FTS and Reserve BJOY competition will be awarded the Navy and Marine Corps Achievement Medal issued by Commander, Naval Reserve Readiness Command Midwest.

d. REDCOM MW FTS/Reserve SOQ. The REDCOM MW FTS and SELRES SOQ will receive a Flag Letter of Commendation and a plaque from the Commander, Naval Reserve Readiness Command Midwest.

e. REDCOM MW FTS/Reserve BJOQ. The FTS and SELRES BJOQ will receive a Flag Letter of Commendation and a plaque from the Commander, Naval Reserve Readiness Command Midwest.

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7. Report and Forms

a. The reporting requirement contained in paragraph 6, is exempt from reports control by SECNAVINST 5214.2B.

b. The Personal Award Recommendation (OPNAV 1650/3) (1-94), Stock Number 0107-LF-017-5800, may be obtained through normal supply channels per NAVSUP P2002D.

/s/
L. J. LANG
Deputy

Distribution:

NAVRESREDCOMREGTHIRTEENINST 5605.1V

Lists A (Readiness Commander/Department Directors), B (Staff/Special Assistants), D (RESCENS) and E (RESUNITS)

Stocked: NAVRESREDCOMREG Midwest, Great Lakes

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DUE DATES LIST

SOQ (FTS/SELRES) 1 Jan, 1 Apr, 1 Jul, 1 Oct
BJOQ (FTS/SELRES)

Shore/Reserve Sailor of the Year 15 January

FTS/Reserve Bluejacket of the Year 15 January

Encl (1)

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**NOMINATION LETTER FOR
FTS/SELRES - SOQ/BJOQ**

From: Commanding Officer, NR UNIT
To: Commander, Naval Reserve Readiness Command Midwest
(Code N00C)
Via: Commanding Officer, RESCEN
Subj: FTS/SELRES & SOQ/BJOQ FOR THE (1ST/2ND/3RD/4TH) QTR, CY 2XXX
Ref: (a) NAVRESREDCOMMIDWESTINST 1700.4E
Encl: (1) Copies of Awards/Commendations received during
nomination period
(2) Copy of last Enlisted Performance Evaluation Report

1. Per reference (a), the below-named individual is nominated for subject award with enclosures (1) and (2) submitted as supporting documentation.

- a. Rate/Full Name:
- b. Date assigned unit/center:
- c. Billet assignment:
- d. Educational achievements completed this quarter:
- e. Personal appearance (including adherence to physical readiness and grooming standards):
- f. Collateral Duty Assignments:
- g. Specific unit achievements/contributions to include professionalism/mentoring/leadership/etc:
- h. Community activities: (dates)
- i. In addition, any other information in which the nominee has distinguishes themselves from contemporaries (limit to one type written page).
- j. Commanding officer's comments:

Encl (2)
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**SHORE/RESERVE SOY
SAMPLE NOMINATION FORMAT**

1700
Code
Date

From: Commanding Officer,
To:
Via:

Subj: 2XXX (SHORE/RESERVE)(BLUEJACKET/SAILOR) OF THE YEAR
NOMINATION IN THE CASE OF _____

Ref: (a) OPNAVINST 1700.10K

- Encl: (1) Information to support nomination (**include "certified true" copies of evaluations for the last three years, Letters of Appreciation/Commendation/Sailor of the Quarter, etc.)**)
(2) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, awards and medals, and family, etc.).
(LIMIT: TWO TYPEWRITTEN PAGES, DOUBLE SPACED.)
(3) OPNAV 1650/3 (1-94), Personnel Award Recommendation for Navy and Marine Corps Achievement Medal
(4) 2-5X7 color photographs (one each front and side view, full length, plain background, Service Dress Blue uniform, uncovered)

1. Per reference (a), _____ is nominated as the
(Year) (Shore/Reserve)(Bluejacket/Sailor) of the Year.

2. Full name, address and complete telephone number of
nominating command.

3. The following information is provided:

- a. Name: Social Security Number: _____
- b. Date of Birth: _____
- c. Date of enlistment in Navy: _____
- d. Advancement history: (give dates)
 - (1) E-4: _____
 - (2) E-5: _____
 - (3) E-6: _____

e. Currently selected for advancement: (if yes, date to be
advanced)

Encl (3)

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Subj: 2XXX (SHORE/RESERVE)(BLUEJACKET/SAILOR) OF THE YEAR
NOMINATION IN THE CASE OF _____

f. Family members: (list names and dates of birth if applicable.)

g. If previously selected as SOQ/Year, gave date(s) and command(s).

h. Brief synopsis of significant professional achievements which warrant selection.

i. Awards: (include date of award(s))

j. Nominee's off-duty community involvement: (include dates)

k. List educational background:

(1) Years of formal schooling completed/degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained: (include correspondence course, extension courses, United States Armed Forces Institute (USAFI) courses, Navy-sponsored courses. Exclude training courses required for advancement.)

l. Any other information to distinguish nominee from contemporaries (limit to one type written page).

(SIGNATURE)